Student Teachers’ Assistant
Child Development Center

Fall 2023

Duties/Responsibilities:
Some of the duties that Student Teachers’ Assistants regularly perform are (though not an exhaustive list):

• Setting out toys/materials/equipment, as directed by Lead Teachers
• Preparing classroom materials, as directed by Lead Teachers
• Assisting in the preparation of snacks and meals, serving snacks and meals to the children
• Cleaning the kitchen and washing dishes after snacks and meals
• Laying out and/or putting away nap mats, nap sheets and blankets
• Sweeping floors and wiping down tables (and possibly other cleaning duties)
• Interacting with and assisting children

Qualifications:
• Work Study students are given priority for positions (exception: if we cannot fill shifts with Work Study students, we may accommodate non-Work Study students)
• Must be willing to perform assigned duties and assist, as needed
• Must dress appropriately for the role – modest, non-revealing clothing; comfortable clothing and shoes that can get wet and/or dirty.
• Must be punctual, reliable, dependable – must consistently show up for work shifts, on time
• Must be able to communicate appropriately and effectively with staff and children
• Must complete Live Scan criminal record background check process and achieve clearance from the DOJ and FBI
• Must complete a Health Screening to confirm health status and ability to perform the assigned duties
• Must present proof of a negative Tuberculosis (TB) test (from within last year)
• Must present proof of immunizations for: Measles, Pertussis and Influenza (from within last year)
• Previous experience working with young children is highly preferred

Start date: August 28, 2023
End date: December 14, 2023

Work Schedule:
• Mondays 8:30 - 9:30 a.m. and 10 a.m. - 1:00 p.m. and 3:00 - 4:00 p.m.
• Tuesdays 8:30 - 9:30 a.m. and 9:45 - 11:00 a.m. and 2:30 - 3:30 p.m.
• Wednesdays 8:30 - 9:30 a.m. and 11:30 a.m. to 1:30 p.m. and 2:30 - 4:00 p.m.
• Thursdays 8:30 - 9:30 a.m. and 9:45 to 11:30 a.m. and 2:30 - 3:30 p.m.
• Fridays 8:30 - 9:30 a.m. and 10 a.m. to 1:00 p.m. and 2:30 - 3:30 p.m.
Hours Per Week: 2 to 8
Starting pay rate: $16.78/hr

To apply, please submit student employment application to LDrew@oxy.edu